



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**FEDERAL SUPPLY SCHEDULE 736
TEMPORARY SUPPORT SERVICES**

CONTRACT #: GS-02F-026CA
CONTRACT PERIOD: 18 Mar 2015 through 17 Mar 2020

STAR-HAWK SOLUTIONS, LLC
3000 S. RANDOLPH ST., SUITE 510
ARLINGTON, VA, 22206
DUNs Number: 078543858
Phone: (703) 842-9492
Fax: (703) 879-2433
Toll Free: 1-888-577-9583
<http://www.starhawksolutions.com>

Email: info@starhawksolutions.com

BUSINESS SIZE: Woman-Owned Small Business

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at www.fss.gsa.gov.

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system. The Internet address for *GSA Advantage!* is: www.GSAAdvantage.gov.

CUSTOMER INFORMATION

1a. TABLE OF AWARDED SPECIAL ITEM NUMBER(S)

SIN	DESCRIPTION
736-99	INTRODUCTION OF NEW LABOR CATEGORIES FOR TEMPORARY SERVICES

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. LABOR RATES: All hourly rates in Attachment A are firm-fixed-price.

LABOR CATEGORY DESCRIPTIONS: Descriptions are contained in Attachment B

2. MAXIMUM ORDER Maximum of \$100,000 per Order

3. MINIMUM ORDER Minimum of \$100

4. GEOGRAPHIC COVERAGE Continental United States

5. POINTS OF PRODUCTION N/A

6. DISCOUNT FROM LIST PRICES: N/A

7. QUANTITY DISCOUNT(S): N/A

8. PROMPT PAYMENT TERMS: Payment terms are Net 30 days

9. PURCHASE CARD INFORMATION

a. Government Purchase Cards are accepted at or below the micro-purchase threshold. Commercial credit cards are accepted in full

b. Government Purchase Cards are accepted above the micro-purchase threshold. Commercial credit cards are accepted in full

10. FOREIGN ITEMS: N/A

11. DELIVERY INFORMATION

a. Time of Delivery N/A

b. Expedited Delivery N/A

c. Overnight and 2-day Delivery N/A

d. Urgent Requirements

Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. **FOB POINT:** N/A
- 13 **ORDERING INFORMATION:**
 - a. **ADDRESS:** STAR-HAWK SOLUTIONS, LLC
3000 S. RANDOLPH ST., SUITE 510
ARLINGTON, VA, 22206
DUNs Number: 078543858
Phone: (703) 842-9492
Fax: (703) 879-2433
Toll Free: 1-888-577-9583
Email: info@starhawksolutions.com
 - b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on blanket purchase agreements (BPAs), and a sample BPA can be found on the GSA Schedules homepage (www.gsa.gov/schedules)
14. **PAYMENT ADDRESS:**
STAR-HAWK SOLUTIONS, LLC
3000 S. RANDOLPH ST., SUITE 510
ARLINGTON, VA 22206
15. **WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
16. **EXPORT PACKING CHARGES:** N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** N/A
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
20. **TERMS AND CONDITIONS OF REPAIR PARTS:** N/A
- 20a. **TERMS AND CONDITIONS OTHER SERVICES:** N/A
21. **LIST OF SERVICE AND DISTRIBUTION POINTS:** N/A
22. **LIST OF PARTICIPATING DEALERS:** N/A
23. **PREVENTIVE MAINTENANCE:** N/A
- 24a. **SPECIAL ATTRIBUTES:** N/A

24b. SECTION 508 COMPLIANCE:

N/A

25. Data Universal Number System (DUNS) number 078543858

26. NOTIFICATION OF REGISTRATION IN CCR, SAM DATABASE:

Star-Hawk Solutions, LLC has a current and complete listing in the System for Award Management (SAM)

Attachment A

Service Proposed (e.g. Labor Category or Job Title/Task)	GSA PRICE
121-Audio Technician	\$ 25.60
122-Broadcast Audio Technician	\$ 39.82
123-Broadcast Graphic Artist	\$ 39.82
124-Broadcast Journalist	\$ 36.39
125-Broadcast Production Workflow Trainer	\$ 62.57
126-Broadcast System Engineer	\$ 68.89
127-Broadcast System Installation Technician	\$ 39.82
128-Chyron Operator	\$ 35.55
129-Commentator/Program Host	\$ 28.44
130-Deputy Project Manager	\$ 56.99
131-ENG Camera Operator	\$ 35.55
132-ENG Services Operator	\$ 85.32

133-General Studio Technician	\$ 35.55
134-Graphic Artist Production Assistant	\$ 35.46
135-International Broadcaster	\$ 36.97
136-Internet Graphic Designer	\$ 21.37
137-Internet Producer	\$ 25.60
138-Internet Writer	\$ 28.44
139-Level I Digital Media Logger	\$ 22.75
140-Level II Advanced Digital Media Logger	\$ 28.44
141-Level III Subject Expert Digital Media Logger	\$ 34.15
142-Lighting Director	\$ 54.04
143-Lighting Technician	\$ 31.85
144-Makeup Artist	\$ 25.60
145-Media & Archive Research Assistant	\$ 28.44
146-Producer	\$ 39.82
147-Producer/Broadcaster	\$ 63.17

148-Production Assistant	\$	21.37
149-Program Host	\$	38.10
150-Program Host/Broadcaster	\$	62.06
151-Project Manager	\$	68.38
152-Promotions Producer	\$	63.17
153-Radio Producer	\$	36.39
154-Radio Program Host	\$	42.09
155-Senior Broadcast Graphic Artist	\$	62.06
156-Social Media Strategist	\$	33.00
157-Technician Level I	\$	35.26
158-Technician Level II	\$	45.50
159-Technician Level III	\$	56.88
160-TV Copy Writer	\$	39.25
161-TV Director	\$	71.11
162-TV Graphic Artist	\$	28.44
163-TV Makeup Artist	\$	42.66
164-TV Master Control	\$	34.15
165-TV Narrator	\$	38.10
166-TV Producer	\$	39.82

167-TV Production Assistant	\$	28.44
168-TV Set Maintenance Technician	\$	42.09
169-TV Video Editor Level I	\$	43.23
170-TV Video Editor Level II	\$	59.85
171-Video Journalist	\$	60.95
172-Video Journalist/Broadcaster	\$	71.11
173-Video Tape Editor	\$	35.55
174-Webmaster	\$	31.85
175-Webmaster/Broadcaster	\$	54.04
176-Writer	\$	31.85

Attachment B

SIN 736-99 INTRODUCTION OF NEW LABOR CATEGORIES FOR TEMPORARY SERVICES

REFERENCE ID#	LABOR CATEGORY	REQUIREMENTS
121	Audio Technician	The Audio Technician shall set up and operate audio for live and post-produced shows; shall prepare talent and guests with microphones and interruptible feedback (IFBs), and shall set up the audio mixer for remote live transmissions.
122	Broadcast Audio Technician	The Broadcast Audio Technician shall operate broadcast and digital equipment in accordance with technical manuals; shall efficiently establish, regulate and monitor communications links; shall communicate technical matters with personnel at remote locations; shall maintain levels close to +0 VU on the console and other equipment. The Broadcast Audio Technician shall maintain on-air Studio Report, Equipment Trouble Log, Transmitter Log and other paperwork legibly, accurately and completely; shall adhere to Producer cues; and shall, in the absence of producer, perform "on-line" production duties such as pulling and sorting program material, timing, cueing, talent, etc.
123	Broadcast Graphic Artist	The Broadcast Graphic Artist shall create 2D or 3D graphics, using expertise in a variety of formats and systems to include Adobe Photoshop, Adobe After Effects, Adobe Audition, Cinema 4D, Final Cut Pro Editing System and Xpression Graphic System. The Graphic Artist shall have extensive professional experience using the above mentioned formats and systems and shall have knowledge of production basic elements to follow Producer's directions and specifications. The Broadcast Graphic Artist shall be familiar with an Agency's Best Practices Guide and shall adhere to its policies.
124	Broadcast Journalist	The Broadcast Journalist shall perform services that include researching, interviewing, writing and voicing original news stories and reports. The Broadcast Journalist shall have extensive knowledge of broadcast area, its people, culture institutions and Political situation, and have the ability to adapt broadcast material for radio, television and internet

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		<p>about events in the broadcast area, the U.S. and other countries. The Broadcast Journalist shall have the ability to adapt one language material to another language. The Broadcast Journalist shall produce and edit creative audio reports on Adobe Audition digital technology and shall be able to record and process interviews by phone, live face-to-face or in the field. The Broadcast Journalist shall command different information means to validate the comprehensiveness, accuracy and balance of news products and shall demonstrate high standards of radio broadcast journalism and news experience. The Broadcast Journalist shall have the ability to function as news announcer on live or pre-recorded news bulletins or newscasts. The Broadcaster Journalist shall possess and employ basic multimedia skills as required in the completion of each assignment, including the ability to take still photographs and record video via smartphone during field reporting assignments, and to upload photos and videos as needed to agency-based file servers. The Broadcast Journalist shall be familiar with the Agency's Best Practices Guide and shall adhere to its policies.</p>
125	Broadcast Production Workflow Trainer	<p>The Broadcast Production Workflow Trainer shall be required to train and assist in the deployment of the DaletPlus Enterprise News Production and Newsroom Control System (NRCS) and Dalet Radio Studio to customer site's international TV, radio and Internet broadcast services and supporting Operations Staff and other elements within IBB/customer PROGRAM REQUIREMENTS; shall be responsible for testing, validating, documenting, training and launching new digital workflows; shall provide classroom and/or hands-on training; shall assist production teams in preparing and delivering live air shows; shall create video training lessons; shall teach creation of video and text stories and web workflows using DaletPlus; shall edit content for air with DaletPlus Enterprise News Production and Newsroom Control System (NRCS) and Dalet RadioSuite; and shall demonstrate proficiency at the expert level for the systems and applications they teach.</p>
126	Broadcast System Engineer	<p>The Broadcast System Engineer shall provide general broadcast system diagnostic, analysis, testing, planning, design; and shall provide design oversight</p>

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		services on Government equipment and systems onsite at the office of the VOA television and radio facilities; shall be experienced in Computer Aided Design (CAD) drawing systems, preferably VidCAD and AutoCAD; shall design drawings, review drawings, review and test in-place systems; shall provide design analysis and recommendations for system problems enhancements and plans; shall display current knowledge of professional video and audio equipment used in a broadcast facility, especially in system integration and Broadcast/IT (Internet Technology) systems; and shall work in conjunction with agency technical and maintenance personnel to diagnose and design system repairs, upgrades and enhancements.
127	Broadcast System Installation Technician	The Broadcast System Installation Technician shall have at least three years of experience; shall provide all services related to television broadcast systems integration and installation per industry standards of workmanship and as required by the project manager; and shall be expected to revise and document work as directed by technical drawings provided by the design engineer.
128	Chyron Operator	The Chyron Operator shall set up and operate the Chyron LEX system prior to news and program productions. The Chyron Operator shall pre-produce and play back Chyron graphics in Spanish for live and taped TV programs and shall work with TV producers to create lower thirds and over-the-shoulder (OTS) graphics. The Chyron Operator checks for correct spellings and ensures that all supers are in the system and shall call for chyrons and OTSs to be superimposed in live and post produced programs.
129	Commentator/ Program Host	The Commentator/Program Host shall participate, live by phone or in person in the studio, as interviewee or commentator in newscasts. The Commentator/ Program Host shall contact production personnel, anchors and supervisors to propose and discuss assignment topics. The Commentator/ Program Host shall perform research and pre-production on the topics to be presented; shall have extensive knowledge of the broadcast area, its people, culture, institutions and political situation and shall have the ability to adapt one language material to another language. The Commentator/ Program Host shall

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		have broad broadcast journalistic standards, news and cultural experience. The Commentator/Program Host shall have prior experience as an on-air news program moderator or host experience, and assignments could involve internet, radio or television. The Commentator/Program Host shall be familiar with the Agency's Best Practices Guide and shall adhere to its policies.
130	Deputy Project Manager	Provides management support to project manager in day-to-day operations.
131	ENG Camera Operator	The ENG Camera Operator shall have at least two years of experience; shall be capable of and be responsible for independently operating television (TV) field production equipment and systems for the recording of news events, interviews and television programming for the Agency; shall be expected to have the ability to operate audio equipment, set-up appropriate TV lights and work closely with Agency production staff; and shall work cooperatively and efficiently in a remote or studio production environment.
132	ENG Services Operator	The ENG Services Operator shall provide technical video, audio and lighting services for the recording of television material suitable for broadcast and shall be expert in lighting for television recording. The ENG Services Operator shall be expert in using appropriate state of the art television cameras and shall be expert in providing appropriate audio levels for the creation of video for various programs. The ENG Services Operator shall have the knowledge of digital delivery systems such as FTP, You Send, and other over-the-internet services, to expedite the delivery of material. The ENG Services Operator shall be familiar with the Agency's Best Practices Guide and shall adhere to its policies.
133	General Studio Technician	The General Studio Technician shall edit news stories, voice-overs and sound on tape using Final Cut Pro non-linear editing system for news and programs. The General Studio Technician shall operate the studio during live and post-produced news and shows. The General Studio Technician shall operate ENG cameras for news stories, press conference and other news events. The General Studio Technician shall operate control room equipment such as Harris video servers, Harris Playlist manager, video/audio routers, audio consoles, lighting boards and camera shading.

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134	Graphic Artist Production Assistant	The Graphics Production Assistant shall create and help to assemble basic graphic elements for daily program production; and shall assist studio operations during live programs.
135	International Broadcaster	The International Broadcaster shall have at least five (5) years of current experience. The International Broadcaster shall perform a combination of services that will include researching, interviewing, writing and voicing original news stories and reports. The International Broadcaster shall have the ability to adapt material for radio, television and/or internet about events in the target region, the U.S. and other countries. The individual shall produce and edit reports using compatible digital technology and shall be able to record and process interviews by phone, live face-to-face or in the field. The individual shall have extensive knowledge of the target region, its people, culture, institutions and political situation, and the ability to adapt one language material to the target language and adapt the target language to another language. The International Broadcaster shall possess and employ basic multimedia skills as required in the completion of each assignment, including the ability to take still photographs and record video via smartphone during field reporting assignments, and to upload photos and videos as needed to agency-based file servers. He or she shall assess different information to validate the comprehensiveness, accuracy and balance of news products, and shall demonstrate high standards of journalism and news experience. He or she shall have the ability to function as news announcer on live or pre-recorded news bulletins or newscasts; for video assignments the International Broadcaster shall wear attire suitable for the assignment. The International Broadcaster shall be familiar with the Agency's Best Practices Guide and shall adhere to its policies.
136	Internet Graphic Designer	The Internet Graphic Designer shall be highly skilled in current graphic design software and systems; shall have experience in digital photo resolution and vector file scaling; shall have experience in print, color correction or pre-publication, and proper digital file resolution for web. The Internet Graphic Designer shall have working knowledge of digital or web design and mobile operating systems and versions (with

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		focus on visual variances). The Internet Graphic Designer shall use graphic design tools to create political cartoons intended to satirize broadcast area current social, cultural, or economic situation; and shall have knowledge of the broadcast area, its people, culture, institutions, and political situation. The Internet Graphic Designer shall be familiar with the Agency's Best Practices Guide and shall adhere to its policies.
137	Internet Producer	The Internet Producer shall perform digital journalism services, including conceiving, planning, researching, adapting, producing and editing multimedia content for OCB's digital platforms, websites, mobile news and other digital outlets. The Internet Producer shall conceptualize and design complex web stories with an innovative and creative approach. Presentations are of various formats, such as web articles, photo-galleries, live blogs for breaking news coverage, time-lines, as well as multimedia presentations with audio, video and graphics. The Internet Producer shall perform relevant duties, including writing copy, editing copy, recording and editing audio and video segments, performing interviews, basic graphic design for data visualization and upload content directly to the CMS. The Internet Producer shall have extensive knowledge of the target region, its people, culture, institutions and political situation, and have the ability to adapt and translate one language material to another language. The Internet Producer shall keep up to date on web, mobile and social media trends. The Internet Producer shall become familiar with the Agency's Best Practices Guide and shall adhere to its policies.
138	Internet Writer	The Internet Writer shall perform digital journalism services including extensive research, original writing and reporting, voicing, and multi-media content production (including audio, video, still images). The Internet Writer shall have expert knowledge in correcting and editing scripts and copy of reports. The Internet Writer shall have the ability to adapt one language materials to another language and shall have knowledge of the target audience and news and events related to them. The Internet Writer shall have knowledge of digital media and digital journalism techniques and trends and shall demonstrate high

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		standards of social media engagement as related to digital journalism needs and practices. The Internet Writer shall be familiar with the Agency's Best Practices Guide and shall adhere to its policies.
139	Level I Digital Media Logger	The Level I Digital Media Logger shall provide services including data entry, ingest and asset maintenance functions in customer's Digital Asset Management system (DaletPlus) in order to facilitate daily production needs for all of customer site programming, and shall provide metadata for video content ingested into DaletPlus; log incoming news feeds which include White House briefings and news conferences and Presidential speeches, Pentagon and State Department briefings, Congressional hearings, and feeds from other news video sources such as the APTN, the ABC Live Channel, Reuters Live, and specially requested feeds. The Level I Basic Digital Media Logger shall have a college degree in communications, library, or broadcast related fields, and shall have knowledge of world and domestic news and current events; and shall have the ability to apply and use keywords and key phrases to describe and locate both specific events and generic concepts.
140	Level II Advanced Digital Media Logger	The Level II Advanced Digital Media Logger shall have the qualifications and be able to perform all the duties of a Basic Media Logger (Level I); shall have the ability to work with support elements and end users to troubleshoot location of asset in the Media Asset Management (MAM) system; shall function as point person to facilitate original ingest as well as logging and tagging assignments as needed; shall perform a leading role in orienting new media loggers to the system and the work; shall work with team members in transition workflow as needed; and shall have excellent customer relations and interpersonal skills.
141	Level III Subject Expert Digital Media Logger	The Level III Subject Expert Digital Media Logger shall have the qualifications and be able to perform all the duties of an Advanced Media Logger (Level II); shall serve as an expert on content and execute processing requirements per policies of the work unit; and shall act as point person on specific collections of content. The Subject Expert shall require a minimum of two years of experience as media logger and shall have extensive experience working with customer policies and procedures.

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142	Lighting Director	The Lighting Director shall provide general lighting services on location and shall survey location and design lighting plans as required for live and videotaped programming. The Lighting Director shall move and repair lighting instruments as needed and shall recommend type and amount of any new lights for studio lighting. The Lighting Director shall program and operate computerized lighting consoles in conjunction with Technical or Program Director to create a final product ready for broadcast or live transmission.
143	Lighting Technician	The Lighting Technician shall be knowledgeable of surveying the studios and design lighting plans as required for live and recorded programming; shall adjust and place lighting instruments as required to provide proper light levels for productions; shall repair lighting instruments as needed; shall program and operate computerized lighting consoles; and shall be required to work as a member of the studio production crew in the production of live and recorded programming.
144	Makeup Artist	The Makeup Artist shall provide on-site makeup service to talent on programs and/or program segments on one or more of the television networks operated by an Agency; shall provide service to talent of diverse culture to create high quality programs; shall provide his/her own supplies and makeup services and shall be on-site; and shall work cooperatively and efficiently
145	Media & Archive Research Assistant	The Media and Archive Research Assistant shall perform video information searches using the Media Asset Management (MAM) system, an in-house index to the analog collection, content provider websites, the Video Library database and other search tools to locate video content or clips; shall contact requestor to clarify request and to follow-up when the search has been completed, giving location and access information to the content.
146	Producer	The Producer shall have at least three years of current experience. The Producer shall conceptualize and design complex programs for radio, television and/or the internet, as required, with an innovative and creative approach. Programs are of various formats, such as live and pre-recorded programs, documentaries, specials on breaking news stories,

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		and remote live feeds. The Producer shall determine how these programs and segments of the programs work across platforms and shall ensure that audio and video content migrate to the appropriate web sites and social media sites. The Producer shall perform relevant duties, including writing copy, editing copy, editing audio segments, booking guests and performing interviews when called upon to do so. The individual shall have extensive knowledge of the target region, its people, culture, institutions and political situation, and have the ability to adapt one language material to the target language and translate the target language to another language. The Producer shall keep up to date on broadcast and technical trends and shall incorporate appropriate production methods into programs. The Producer shall become familiar with the Agency's Best Practices Guide and shall adhere to its policies.
147	Producer/ Broadcaster	The Producer/ Broadcaster shall perform a combination of services that will include researching, interviewing, writing and voicing original news stories and reports, as well as conceptualizing and designing complex programs for radio, television and/or the internet about events in the target region, the U.S. and other countries. The Producer/ Broadcaster shall determine how these programs and segments of the programs work across platforms and shall ensure that audio and video content migrate to the appropriate web sites and social media sites. The Producer/Broadcaster shall perform relevant duties, including writing and editing copy, booking guests and recording and processing interviews by phone, live face-to-face or in the field. The individual shall produce and edit reports using compatible digital technology, possess and employ basic multimedia skills as required in the completion of each assignment, including the ability to take still photographs and record video via smartphone during field reporting assignments, and to upload photos and videos as needed to agency-based file servers. He or she shall assess different information to validate the comprehensiveness, accuracy and balance of news products, and shall demonstrate high standards of journalism and news experience. He or she shall have the ability to function as news announcer on live or

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		pre-recorded news bulletins or newscasts; for video assignments the Producer/Broadcaster shall wear attire suitable for the assignment. The individual shall have extensive knowledge of the target region, its people, culture, institutions and political situation, and the ability to adapt English material to the target language and adapt the target language to English. The Producer/Broadcaster shall be familiar with the Agency's Best Practices Guide and shall adhere to its policies.
148	Production Assistant	The Production Assistant shall not require previous professional experience, and shall be a junior or entry-level journalist, production or web/social media support person. The Production Assistant shall have experience in assisting in the search and login of material suitable for a broadcast or an internet post. The Production Assistant shall have experience in conducting basic research for news stories and programs. The Production Assistant shall be familiar with the Agency's Best Practices Guide and shall adhere to its policies.
149	Program Host	The Program Host shall have at least five years of current experience. The Program Host shall participate, live by phone or in person in the studio, as interviewer or anchor in newscasts. The Program Host shall contact production personnel, anchors and supervisors to propose and discuss assignment topics, and perform research and pre-production on the topics to be presented. The Program Host shall be fluent in English and the language of expertise. The Program Host shall be familiar with the Agency's Best Practices Guide and shall adhere to its policies.
150	Program Host/Broadcaster	The Program Host/Broadcaster shall perform a combination of services that will include researching, interviewing, writing and voicing original news stories and reports, as well as participating, live by phone or in person in the studio, as interviewer or anchor in newscasts. He or she shall have the ability to adapt material for radio, television and/or internet about events in the target region, the U.S. and other countries. The Program Host/Broadcaster shall perform relevant duties, including writing and editing copy; booking guests; contracting production personnel, anchors and supervisors to propose and discuss assignment topics, and perform research and

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		pre-production on the topics to be presented. The individual shall possess and employ basic multimedia skills as required in the completion of each assignment, including the ability to take still photographs and record video via smartphone during field reporting assignments, and to upload photos and videos as needed to agency-based file servers. He or she shall assess different information to validate the comprehensiveness, accuracy and balance of news products, and shall demonstrate high standards of journalism and news experience. He or she shall have the ability to function as news announcer on live or pre-recorded news bulletins or newscasts; for video assignments the Program Host/Broadcaster shall wear attire suitable for the assignment. The individual shall have extensive knowledge of the target region, its people, culture, institutions and political situation, and the ability to adapt English material to the target language and adapt the target language to English. The Program Host/Broadcaster shall be familiar with the Agency's Best Practices Guide and shall adhere to its policies.
151	Project Manager	Manages a program team (including subcontractor staff where applicable) of professional, paraprofessional and/or clerical staff. May manage one large, complex task or several smaller ones.
152	Promotions Producer	The Promotion Producer is responsible for creating, taping and editing news pieces and public service and commercial announcements for the television station.

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153	Radio Producer	The Radio Producer shall produce, coordinate, research and write radio program material suitable for broadcast for various Radio programs, and new media platforms. The Radio Producer shall work closely with producers and managers assigned to oversee the production of programs and shall conceptualize and design complex radio programs with an innovative and creative approach. These programs include but are not limited to: live and pre-recorded programs, documentaries, specials on breaking news stories and live remote feeds. The Radio Producer shall ensure that radio content migrates to the appropriate web and social media sites. The Radio Producer shall perform relevant duties including editing audio segments, booking guests and performing interviews when called upon to do so. The Radio Producer shall have extensive knowledge of the target region, its people, culture, institutions and political situation, and have the ability to adapt one language material to another language. The Radio Producer shall keep up to date on broadcast and technical trends and shall incorporate appropriate production methods into broadcasts. The Radio Producer shall be familiar with the Agency's Best Practices Guide and shall adhere to its policies.
154	Radio Program Host	The Radio Program Host shall perform a combination of services including original writing, voicing, extensive research and professional knowledge and stature. The Radio Program Host shall produce not less than 30 minutes of broadcast material and shall be required to provide one re-write of material submitted as necessary. The Radio Program Host shall have extensive knowledge of the broadcast area, its people, culture, institutions and political situation and shall have the ability to adapt one language material to another language. The Radio Program Host shall have broad radio broadcast news and cultural experience and demonstrate broad radio broadcast standards of journalism. The Radio Program Host shall be familiar with the Agency's Best Practices Guide and shall adhere to its policies.
155	Senior Broadcast Graphic Artist	The Senior Broadcast Graphic Artist shall be highly skilled in current graphic design software and systems; shall be an expert in developing motion and three dimensional graphic images; and shall be

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		responsible for designing and developing complete graphic packages for TV shows.
156	Social Media Strategist	The Social Media Strategist shall have at least two years of current experience. The Social Media Strategist shall design and execute an organic but aggressive social media engagement campaign for the language service, identifying the most popular social media platforms in the service's area of interest. The Social Media Strategist shall build the service's brand accounts on those platforms, promote original content throughout all social media accounts and engage with audience, opinion leaders, and newsmakers. The Social Media Strategist shall be responsible for conceptualizing and executing engagement campaigns, tracking audience engagement rates, including likes and shares, and scheduling regular stream of post and news updates in social media platforms, including but not limited to Facebook, Twitter, YouTube, Instagram, SoundCloud, Storify and LinkedIn. The Social Media Strategist shall monitor any news leads posted in social media and follow up on them. The Social Media Strategist shall also coordinate training sessions in the use of social media for journalists as well as headline writing and news articles positioning in search engines based on SEO (Search Engine Optimization analysis). The Social Media Strategist shall be familiar with the Agency's Best Practices Guide and shall adhere to its policies.
157	Technician Level I	Tech Level I shall have two years of experience and be proficient in the operation of studio cameras (including robotic cameras), and as a studio floor director; shall provide professional broadcast support for live television studio production; shall report to control rooms on time and be capable of completing set-up task with the scheduled time allotted; and shall work cooperatively and efficiently in a live broadcast environment.
158	Technician Level II	Tech Level II shall have at least three years of experience and shall be proficient in the operation of studio audio equipment, video device playback equipment, and shall have the ability to perform the duties associated with Tech Level 1; shall provide professional broadcast support for live television studio production; shall report to control rooms on time

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		and be capable of completing set-up task with the scheduled time allotted; and shall work cooperatively and efficiently in a live broadcast environment.
159	Technician Level III	Tech Level III shall have at least four years of current experience with live news broadcasts and shall demonstrate expertise and in-depth working knowledge of all broadcast technology needed for television production; shall perform the duties of switcher operator, senior audio technician; shall perform duties and responsibilities of Tech Level 1 and Tech Level 2; shall provide professional broadcast support for live television studio production; shall report to control rooms on time and be capable of completing set-up task with the scheduled time allotted; and shall work cooperatively and efficiently in a live broadcast environment.
160	TV Copy Writer	The TV Copy Writer shall have experience in writing for broadcast production and shall have expert knowledge in writing and correcting scripts and copy of reports. The TV Copy Writer shall have knowledge of the target audience and news and events related to them and shall have the ability to adapt one language material to another language. The TV Copy Editor shall have knowledge of production and post-production elements for television programs to assist producers to develop their work. The TV Copy Writer shall demonstrate high standards of social media engagement as related to digital journalism needs and practices. The TV Copy Writer shall be familiar with the Agency's Best Practices Guide and shall adhere to its policies.
161	TV Director	The TV Director shall have at least three current years of experience with live news broadcasts and shall provide directing services and support for the creation of television programs and/or program segments for broadcast on one or more of the television networks operated by the customer; shall work with television producers and crews of diverse culture and language to create high quality television programs; shall work in a fast-paced, news deadline environment; shall work cooperatively and efficiently in a live broadcast environment; and shall be proficient in a combined position, Director-Technical [Hybrid] and simultaneously direct and switch productions that are simplified or fixed-format.

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162	TV Graphic Artist	The TV Graphic Artist shall be skilled in current graphic design software and systems, shall develop daily graphic requests for programming and lower third graphics; and shall assist in producing elements of TV program graphic packages.
163	TV Makeup Artist	The Makeup Artist shall provide on-site make-up service to on-air talent on television programs and/or television program segments; shall provide service to on-air television talent to create high quality television programs; shall provide his/her own supplies and make-up services and shall be on-site; and shall work cooperatively and efficiently in a live broadcast environment.
164	TV Master Control	The TV Master Control Technician shall have two years of experience and shall demonstrate expertise and in-depth working knowledge of all broadcast technology needed for television production in an automated control environment with periodic manual override; shall perform the master control duties of control switcher operator, program rundown monitoring and continuity checking; and shall manage the quality control and routing of incoming video feeds, and duplication of video programs on a variety of media.
165	TV Narrator	The TV Narrator shall have experience in voicing and narrating for television programs of varying backgrounds and interests; shall have extensive knowledge of a language. The TV Narrator shall have proper pronunciation when narrating; and shall have the ability to provide appropriate tone and rhythm to narration. The TV Narrator shall be familiar with the Agency's Best Practices Guide and shall adhere to its policies.

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166	TV Producer	The TV Producer shall have experience in the basic concepts of broadcast production, including anchoring, writing, researching and voicing. The TV Producer shall determine how these programs and segments of the programs work across platforms and shall ensure that TV content migrates to the appropriate web and social media sites. The Producer shall perform relevant duties, including writing copy, editing copy, editing audio segments, booking guests and performing interviews when called upon to do so. The TV Producer shall have knowledge of graphics systems like Adobe Photoshop and After Effects to present material to create complete television segments or series to be used in programs or news briefs. The TV Producer shall have extensive knowledge of the target area and shall have the ability to adapt one language material to another language; The TV Producer shall have extensive knowledge of and expertise using Final Cut Pro Editing System and P2 Video equipment to guide and request editors and Directors necessary elements for productions for all platforms (TV, radio, and internet). The TV Producer shall keep up to date on broadcast and technical trends and shall incorporate appropriate production methods into broadcasts. The Producer shall be familiar with the Agency's Best Practices Guide and shall adhere to its policies.
167	TV Production Assistant	The Production Assistant shall have experience in assisting the Producer in the search and login of material suitable for the broadcast of television programs. The Production Assistant shall have knowledge of ENPS, FORK, FCP video ingest and other video cataloging systems. The Production Assistant shall have extensive knowledge of the broadcast area language and shall have the ability to adapt one language material to another language. The Production Assistant shall be familiar with the Agency's Best Practices Guide and shall adhere to its policies.
168	TV Set Maintenance Technician	The TV Set Maintenance Technician shall provide ad hoc set and scenic repair and maintenance at the customer site television facilities; shall inspect studios as required for repairs including touch-up painting, hardware replacement in the repair set components, and polishing and cleaning of set elements, including

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		acrylic desk tops; and shall provide the required tools and supplies for repairs and cleaning.
169	TV Video Editor Level I	TV Video Editor I shall be skilled in a single platform editing system (Final Cut Pro (FCP) or Adobe Premier); shall produce B-Roll, two to three minute packages, teasers, and bumpers; shall be able to perform under extreme pressure when needed and produce the required video elements within the production deadlines; and shall work cooperatively and efficiently with broadcast producer customers.
170	TV Video Editor Level II	TV Video Editor II shall be familiar with multi-platform nonlinear editing software, including Avid Media Composer and Final Cut Pro; shall become familiar with other editing systems that may be introduced during the course of the contract; online/post editing, temporary news/post editing and post-production editing support shall be required; and shall work cooperatively and efficiently with broadcast producer customers.
171	Video Journalist	The Video Journalist shall have at least five years of current experience. The Video Journalist shall perform a combination of services with respect to acquiring news video content, including, researching, photographing, lighting, editing, and producing. The Video Journalist shall provide video photography and editing services, which go beyond standard camera operation. The Video Journalist shall be well versed in video photographic styles and techniques while being able to tell a story with pictures. The Video Journalist shall, when required, serve as a producer for television news and feature stories. The Video Journalist shall, when required, serve as the video editor with a script timed to video shots, natural sound emerges and actualities, and complete with suggested visual, audio and graphic efforts and/or perform desktop video editing as practical. The Video Journalist shall be familiar with the Agency's Best Practices Guide and shall adhere to its policies.
172	Video Journalist/Broadcaster	The Video Journalist/Broadcaster shall perform a combination of services that will include researching, interviewing, writing and voicing original news stories and reports, as well as services related to acquiring news video content, including, researching, photographing, lighting, editing, and producing. The Video Journalist/Broadcaster shall have the ability to

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		<p>adapt material for radio, television and/or internet about events in the target region, the U.S. and other countries. The individual shall produce and edit reports using compatible digital technology and shall be able to record and process interviews by phone, live face-to-face or in the field. He or she shall provide video photography and editing services, which go beyond standard camera operation. The Video Journalist/Broadcaster shall be well versed in video photographic styles and techniques while being able to tell a story with pictures. The Video Journalist/Broadcaster shall, when required, serve as a producer for television news and feature stories, and, when required, serve as the video editor with a script timed to video shots, natural sound emerges and actualities, and complete with suggested visual, audio and graphic efforts and/or perform desktop video editing as practical. The Video Journalist/Broadcaster shall assess different information to validate the comprehensiveness, accuracy and balance of news products, and shall demonstrate high standards of journalism and news experience. He or she shall have the ability to function as news announcer on live or pre-recorded news bulletins or newscasts; for video assignments the Video Journalist/Broadcaster shall wear attire suitable for the assignment. The individual shall have extensive knowledge of the target region, its people, culture, institutions and political situation, and the ability to adapt English material to the target language and adapt the target language to English. The Video Journalist/Broadcaster shall be familiar with the Agency's Best Practices Guide and shall adhere to its policies.</p>
173	Video Tape Editor	<p>The Video Editor shall be familiar with nonlinear editing system Final Cut Pro and shall be familiar with other editing systems that may be introduced during the course of the contract. The Video Editor shall have expertise working with single as well as multi-platform editing and online/post editing. The Video Editor shall provide temporary news/post editing and post-production editing support as required. The Video Editor shall work cooperatively and efficiently with broadcast producer customers. The Video Editors shall be familiar with the Agency's Best</p>

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		Practices Guide and shall adhere to its policies.
174	Webmaster	The Webmaster shall have at least three years of current experience. The Webmaster shall have expert knowledge of both digital and traditional journalism principles in order to write, edit and produce balanced, compelling content for publication on multiple platforms. The Webmaster shall be responsible for the development and production of content for the language service's Internet presence. This includes web, social media and mobile platforms. The Webmaster shall edit web copy, and identify, select and post stories, photo galleries, audio and video to the websites. The Webmaster shall maintain the full operation of the website including ensuring that the web servers, hardware and software are operating correctly, shall generate and revise web pages, shall reply to user comments and shall examine and analyze traffic through the site. The Webmaster shall become familiar with the Agency's Best Practices Guide and shall adhere to its policies.
175	Webmaster/ Broadcaster	The Webmaster/ Broadcaster shall have at least three (3) years of current experience. The Webmaster/ Broadcaster shall have expert knowledge of both digital and traditional journalism principles in order to perform a combination of services that will include researching, interviewing, writing and voicing original news stories and reports for publication on multiple platforms, as well as maintain responsibility for the development and production of content for the language service's Internet presence – web social media, and mobile platforms. The Webmaster/ Broadcaster shall produce and edit reports, edit web copy and be able to record and process interviews by phone, live face-to-face or in the field. The Webmaster/Broadcaster shall have the ability to take still photographs and record video via smartphone during field reporting assignments, and to upload photos and videos as needed to agency-based file servers. He or she shall have the ability to function as news announcer on live or pre-recorded news bulletins or newscasts; for video assignments the Webmaster/Broadcaster shall wear attire suitable for the assignment. The Webmaster/ Broadcaster shall identify, select and post stories, photo galleries, audio and video to the websites. He or she shall assess

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		different information to validate the comprehensiveness, accuracy and balance of news products, and shall demonstrate high standards of journalism and news experience. The Webmaster/Broadcaster shall maintain the full operation of the website including ensuring that the web servers, hardware and software are operating correctly, shall generate and revise web pages, shall reply to user comments and shall examine and analyze traffic through the site. The individual shall have extensive knowledge of the target region, its people, culture, institutions and political situation, and the ability to adapt English material to the target language and adapt the target language to English. The Webmaster/Broadcaster shall be familiar with the Agency's Best Practices Guide and shall adhere to its policies.
176	Writer	The Writer shall have at least five years of current experience. The Writer shall be able to do extensive research, original writing and reporting, voicing, and multi-media content production (including audio, video, still images). The Writer shall have expert knowledge in correcting and editing scripts and copy of reports. The Writer shall have the ability to adapt one language material to language of expertise. The Writer shall have knowledge of the target audience and news and events related to them. The Writer shall have knowledge of television production and post-production elements to assist producers to develop their work. The Writer shall demonstrate high standards of social media engagement as related to digital journalism needs and practices. The Writer shall be familiar with the Agency's Best Practices Guide and shall adhere to its policies.